

Job Description
Missouri State Highway Patrol

Class Title: Supply Manager I

Title Code: V00129

Effective Date: 02/14/07

Date Reviewed: New

Date Revised:

Immediate Supervisor: Fiscal & Budgetary Supervisor

Position Supervised: Warehouse Personnel as assigned

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

The employee in this position performs very responsible supervisory and administrative work in the supervision and operation of the Highway Patrol's supply warehouse and print shop. The employee is responsible for maintaining records of supplies and equipment and supervises all personnel assigned to the warehouse and print shop. Work is subject to general review and supervision by the Fiscal & Budgetary Supervisor although considerable independent judgment and discretion must be exercised.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Supervises and manages the supply section of the Budget and Procurement Division by serving as the person accountable for all supplies and equipment, establishing procedures for the control of supplies and equipment, and maintaining accurate and complete records and files of all items received in and dispersed from the warehouse.

Supervises subordinates in the operations of receiving, documenting, storing, and issuing of supplies from the warehouse.

Plans, reports, improves, directs, organizes, and evaluates employees assigned to the Supply Section and Print Shop.

Assumes responsibility for the supervision and direction of other activities assigned to the Print Shop.

Initiates programs designed to improve warehouse operations and establishes procedures to improve inventory and maintain adequate stock levels; conducts periodic audits of inventory to assure accuracy of records; plans and coordinates a program of stock control for the Patrol warehouse.

Conducts training for clerks in proper storage, rotation, and stocking of supplies and equipment.

Makes regular inspections of the facility to determine full use is being made of available materials and efficient use is being made of utilized space.

Verifies receipt of goods and equipment with purchase orders and receiving tickets; verifies that all supplies are received in good working order.

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Classifies items as surplus property and arranges for their disposition in accordance with state guidelines.

Interacts with troop commanders and division directors' reference future demands for supplies and equipment, and makes recommendations to the buyers on ordering supplies and equipment.

Operates standard office equipment (e.g., personal computer, copy machine, telephone, facsimile machine, etc.).

Operates warehouse equipment (e.g., two-wheel dolly, pallet jack, forklift, pickup truck, supply truck, etc.).

Ensures properly ordered supplies are delivered to troops throughout the state and divisions within General Headquarters.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of store keeping methods and procedures in the receipt, storage and shipment of a variety of equipment and supplies.

Working knowledge of office organization, inventory methods, purchasing guidelines, and requisition procedures.

Knowledge of office practices, procedures, and equipment.

Knowledge of computerized inventory systems.

Knowledge in the principles and practices of supervision.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to plan, direct, and assign the work of others.

Ability to maintain accurate inventory records and files.

Ability to perform periodic audits of inventory and equipment stored in the warehouse.

Ability to establish and maintain effective working relations with others.

Ability to effectively supervise (plan, organize, report, direct, and evaluate) others.

Ability to work closely with others as a cooperative team and display team leadership.

Ability to understand and follow written and oral instructions.

Ability to make decisions in accordance with policies and regulations and apply these to work problems.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

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Ability to communicate effectively in oral and written form.

Ability to operate standard office equipment (e.g., personal computer, copy machine, facsimile machine, etc.).

Ability to operate warehouse equipment (e.g., two-wheel dolly, pallet jack, forklift, pickup truck, supply truck, etc.).

Possess physical strength to permit the lifting, moving and/or carrying of objects weighing at least 75 pounds.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

Five years experience as a Stores Clerk Supervisor under the Missouri Uniform Classification and Pay System or equivalent experience. (A minimum of one-year supervisory experience is preferred but not required.)

NECESSARY SPECIAL REQUIREMENTS

Must successfully complete the department's supervision course within a period not to exceed one year after becoming a supervisor or possess comparable training.

Must possess or obtain a Class B Commercial Drivers' License with air brake endorsement within the probationary period.

Possess a valid Missouri drivers' license.